

<b>STUDENT REGISTRATION GUIDE</b> <b>for Advising &amp; Registration Period during Spring Semester 2025</b>
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**Registration Schedule:** You will be registering for Fall Semester 2025 courses according to the schedule below. You may register at any time from your assigned opening time until registration closes. All dates and times are local.

Monday, March 24, 2025		Advising period begins
Monday, April 7, 2025	8:00 AM	Registration opens for degree-seeking students with Senior, Junior, or Master's class standing or have attempted 54 or more Juniata credits
Thursday, April 10, 2025	8:00 AM	Registration opens for degree-seeking students with Sophomore class standing or have attempted 24 or more Juniata credits
Tuesday, April 15, 2025	8:00 AM	Registration opens for degree-seeking students with Freshman class standing or have attempted fewer than 24 Juniata credits
Friday, April 25, 2025	11:59 PM	Fall 2025 registration closes (Summer 2025 registration remains open until the start of that term.)

As noted above, online registration will open based on one of two criteria:

1. The total number of **completed** credits on your transcript, including accepted transfer credits, determines your class standing:
  - Freshman -- up to 23.99 completed credits
  - Sophomore -- 24 to 53.99 completed credits
  - Junior -- 54 to 86.99 completed credits
  - Senior -- 87 or more completed credits
2. The number of Juniata credits you've **attempted**, even if you did not complete them.

**NOTE:** In either case, it does **not** include your in-progress Spring 2025 credits.

If you aren't sure how many completed or attempted credits you have, refer to the progress bar chart at the top of the Progress screen when you are logged into Colleague Self-Service.

**Winter Term:** Online registration will also be available for Summer Term 2025 following the same registration opening dates/times, however Summer Term registration remains open until the term starts. For more information on Summer Term, visit [this webpage](#).

**Financial Responsibility Sign-Off:** You **will not** be able to register until you have completed the **required financial responsibility agreement in Colleague Self-Service**. Be sure to do that before registration opens! Here are instructions: [Financial Responsibility Agreement](#)

**Advising Appointments:** You should be hearing from your advisors about setting up advising appointments to prepare for registration, but feel free to contact them yourself.

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**Colleague Self-Service:** Use [Colleague Self-Service](#) for course selection and registration. Instructions are available here: [Using Colleague Self-Service to Search and Register for Courses](#)

**Special Types of Registration:** There are certain registration circumstances when you **cannot** register online yourself and instead need to use a form, including:

- **Course Exception Approval** – This is a multi-purpose form used for the following circumstances:
  - You haven't fulfilled the prerequisites or corequisites for a course.
  - The section is closed, so the instructor is letting you in over the cap.
  - Instructor approval is required to register for the class.
  - You are repeating a course that you have taken previously.
  - There's a time conflict between two courses on your schedule.
  - You will have a credit overload (over 18 credits).
  - You are auditing the course for no credit.
- **Undergraduate Enrollment in Graduate Courses** – Used to grant an undergraduate student permission to take a master's level course.
- **Credit by Exam** – Used when a particular course in the College Catalog is not being offered in this term, but a faculty member is offering a special section for you.
- **Independent Study** – Used when a faculty member is offering a customized credit-bearing academic experience for you.
- **Teaching Assistant** – Used when you are serving as a teaching assistant in a class and earning credit for your work.

All forms are available to download from the [Registrar's Office website](#) or can be picked up in the Registrar's Office in Founders Hall. Complete the form, get all necessary signatures, then bring it to the Registrar's Office. If you are unable to visit the office in person, you may email it to [registrar@juniata.edu](mailto:registrar@juniata.edu).

**Financial Holds:** Students with outstanding balances over a certain amount will not be able to register until they resolve their balances. Bursar Lauren Perow will contact you in advance if this applies to you. If you have questions about your account, contact Ms. Perow at 814-641-3302 or [perowl@juniata.edu](mailto:perowl@juniata.edu).

**Questions?** Contact the Registrar's Office at [registrar@juniata.edu](mailto:registrar@juniata.edu) or 814-641-3165 or stop by the office in Founders Hall.